

Washington State Liquor Control Board Supplier and Distributor Price Posting System

System requirements and changes effective January 2005

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System Requirements

Software

Netscape Navigator 3.01 (or greater) or Microsoft Internet Explorer 3.02 (or greater) running under Windows 95 or Windows NT 4.0.

Hardware

28.8k modem or faster and a PC with a 486/66 MHz or higher Intel-compatible processor.

New Filing Types

File type " I " (Instate Foreign Importer)

This will be used by Washington Distributors or Washington State Importers directly importing product from out of the country.

File type " A " (Authorized Representative)

Use this file type if you have been appointed as an Authorized Representative for a winery or brewery, US or Foreign, that is not a Certificate of Approval Holder and are selling product directly to a Washington distributor.

New Fields and Minimum Requirement by System

Please note item highlighted in red are enforced by system, if your records do not meet with these requirements, PLEASE start correcting your records now.

Suppliers: Authorized Representative, Instate Foreign Importer, Manufacturers, Subjobbers

<https://w100.liq.wa.gov/pricepost/help/changesJan05Notice.asp>

R. Studer-Eldred
17
DEP EXHIBIT
CASE NO. 17
5-11-05
5/5/2005

PLAINTIFF'S EXHIBIT	
CASE NO.	CV04-0360P
EXHIBIT NO.	015

FIELD	FORMAT	EXAMPLE	NOTE
FOB/Delivered Indicator	CHAR(3)	FOB, DEL or SDO	FOB-Distributor pays freight DEL-product delivered SDO- ""NEW"" Manufacturer self distributing only
Purchase Allowance	DECIMAL(5,2)	123.45	Required numeric field (default to zero)
Flat Depletion Allowance	DECIMAL(5,2)	123.45	Required numeric field (default to zero)
Percent Depletion Allowance	DECIMAL(3,1)	12.3	Required numeric field (default to zero)
Max Percent Depletion Allowance	DECIMAL(5,2)	123.45	Required numeric field (default to zero)
Regular Selling Price	DECIMAL(6,2)	1234.56	Regular must be greater than zero unless manufacturer self distributing (SDO), and must be 10% above acquisition/production cost
PostOff Price	DECIMAL(6,2)	1234.56	Required numeric field (default to zero)
Acquisition or Production Cost	DECIMAL(6,2)	1234.56	""NEW"" - Required numeric field, must be greater than zero - (Exception: Subjobbers this field not required, Manufacturer default field to zero)

Distributors (and Manufacturer self distribution only)

FIELD	FORMAT	EXAMPLE	NOTE
Freight Cost	DECIMAL(5,2)	123.45	Required numeric field (default to zero)- Must be greater than zero if FOB on supplier
Wash. Tax	DECIMAL(5,2)	123.45	Required numeric field - Must be greater than zero
Regular Selling Price	DECIMAL(6,2)	1234.56	Required numeric field - Must be greater than zero
PostOff Price	DECIMAL(6,2)	1234.56	Required numeric field (default to zero)

BATCH SUBMISSION INFORMATION**Process**

When you select Batch Price Posting from the main menu, you will see a screen with a text box and a browse button. You may type the name of the batch data file directly into the text box or use the browse button to locate the file on your computer's hard drive.

After you have specified the name of the data file, click the **Submit** button. This will transmit the file to the WSLCB computer. The system will process your data file and return a report indicating one of the following conditions:

- All data records were processed successfully.
- One or more records contained errors.
- The data file was an invalid format.

If you receive the message that all records were processed successfully, the batch process is complete. If one or more records contained errors, an interactive page will open and display record(s) and the error message, depending on the error some records can be fixed in this interactive screen and resubmitted, errors not fixable on line will be available from a link displayed on the screen, these records must be fixed and resubmitted. If the data file was an invalid format, you must correct the data format and re-submit the file.

Once a batch process is complete, you may immediately review your changes or work with your postings through the interactive process.

Formatting Guidelines

The following guidelines apply to both supplier and distributor file formats:

- All fields are required.
- Use a comma between fields.
- Use a carriage return after ALL rows.
- No space before or after fields.
- Numeric data must contain one zero as default.

Subjobber File Format

Suppliers (filing types Subjobber) are required to submit a supplier batch file during batch file processing. The following is a list of fields that will be required for all supplier batch submittals:

FIELD	FORMAT	EXAMPLE	NOTE
Action Code	CHAR (1)	A or D or P	A-add to catalog D-delete from Catalog P-post prices
Label Prefix	NUMERIC(6)	000012	Required numeric field (default to zero)
Package Code	NUMERIC(3)	123	Required numeric field (default to zero)
Label Suffix	CHAR(2)	VV	Required
License Number	CHAR(6)	654321	Required
Posting Filing Type	CHAR(1)	S	Required
Supplier License Number	CHAR(6)	123456	Required
FOB/Delivered Indicator	CHAR(3)	FOB, DEL or SDO	Required (default FOB)

Purchase Allowance	DECIMAL(5,2)	123.45	Required numeric field (default to zero)
Flat Depletion Allowance	DECIMAL(5,2)	123.45	Required numeric field (default to zero)
Percent Depletion Allowance	DECIMAL(3,1)	12.3	Required numeric field (default to zero)
Max Percent Depletion Allowance	DECIMAL(5,2)	123.45	Required numeric field (default to zero)
Regular Selling Price	DECIMAL(6,2)	1234.56	Required numeric field (default to zero)
PostOff Price	DECIMAL(6,2)	1234.56	Required numeric field (default to zero)

All fields are required. If any field is missing then an error will be generated for that imported record.

The following are sample batch records subjobber batch submissions.

Subjobber Batch Records

Add a product to catalog:

A,000012,123,VV,654321,S,123456,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Delete a product from catalog:

D,000012,123,VV,654321,S,123456,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Post new price to existing product in catalog:

P,000012,123,VV,654321,S,123456,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Manufacturer, Authorized Representatives and Instate Foreign Importer File Format

Suppliers (filing types Manufacturer, Authorized Representatives and Instate Foreign Importer) are required to submit a supplier batch file during batch file processing. (Manufacturers self distributing must also file as a distributors). The following is a list of fields that will be required for all supplier batch submittals:

FIELD	FORMAT	EXAMPLE	NOTE
Action Code	CHAR (1)	A or D or P	A-add to catalog D-delete from Catalog P-post prices
Label Prefix	NUMERIC(6)	000012	Required
Package Code	NUMERIC(3)	123	Required
Label Suffix	CHAR(2)	VV	Required
License Number	CHAR(6)	654321	Required
Posting Filing Type	CHAR(1)	A,I,M or S	Required M-Manufacturer A-""NEW"" Authorized Representative I -""NEW"" Instate Foreign Importer
Acquisition or Production Cost	DECIMAL(6,2)	1234.56	""NEW""- required numeric field <ul style="list-style-type: none"> Authorized Rep and Instate Foreign Importers: must be greater than zero Manufacturer: default to zero
			Required

FOB/Delivered Indicator	CHAR(3)	FOB, DEL or SDO	FOB-Distributor pays freight DEL-product delivered SDO-""NEW"" manufacturer self distributing only
Purchase Allowance	DECIMAL(5,2)	123.45	Required numeric field (default to zero)
Flat Depletion Allowance	DECIMAL(5,2)	123.45	Required numeric field (default to zero)
Percent Depletion Allowance	DECIMAL(3,1)	12.3	Required numeric field (default to zero)
Max Percent Depletion Allowance	DECIMAL(5,2)	123.45	Required numeric field (default to zero)
Regular Selling Price	DECIMAL(6,2)	1234.56	Required numeric field - Regular must be greater than zero and must be 10% above acquisition/production, unless manufacturer self distributing (SDO)
PostOff Price	DECIMAL(6,2)	1234.56	Required numeric field (default to zero)

All fields are required. If any field is missing then an error will be generated for that imported record.

The following are sample batch records for manufacturer, authorized representatives and Instate foreign importers batch submissions.

Red numbers below indicates new acquisition/production cost

Manufacturer Batch Records

Add a product to catalog:

A,000012,123,VV,654321,M,0,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Delete a product from catalog:

D,000012,123,VV,654321,M,0,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Post new price to existing product in catalog:

P,000012,123,VV,654321,M,0,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Authorized Representative Batch Records

Add a product to catalog:

A,000012,123,VV,654321,A,9.99,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Delete a product from catalog:

D,000012,123,VV,654321,A,9.99,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Post new price to existing product in catalog:

P,000012,123,VV,654321,A,9.99,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Instate Foreign Importers Batch Records

Add a product to catalog:

A,000012,123,VV,654321,I,9.99,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Delete a product from catalog:

D,000012,123,VV,654321,I,9.99,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Post new price to existing product in catalog:

P,000012,123,VV,654321,I,9.99,FOB,123.45,123.45,12.3,123.45,1234.56,1234.56,

Distributor File Format

Distributors (filing type D) or manufacturers self distributing (filing type D) are required to submit a distributor batch file during batch file processing. The following is a list of fields that will be required for all distributor batch submittals:

FIELD	FORMAT	EXAMPLE	NOTE
Action Code	CHAR (1)	A or D or P	A-add to catalog D-delete from Catalog P-post prices
Label Prefix	NUMERIC(6)	000012	Required numeric field (default to zero)
Package Code	NUMERIC(3)	123	Required numeric field (default to zero)
Label Suffix	CHAR(2)	VV	Required
License Number	CHAR(6)	654321	Required
Posting Filing Type	CHAR(1)	D	Required
Supplier License Number	CHAR(6)	123456	Required
Freight Cost	DECIMAL(5,2)	123.45	Required numeric field (default to zero) - Must be greater than zero if FOB on supplier
Wash. Tax	DECIMAL(5,2)	123.45	Required numeric field - Must be greater than zero
CloseOut Indicator	CHAR	Y or N	Required
Regular Selling Price	DECIMAL(6,2)	1234.56	Required numeric field - Must be greater than zero
PostOff Price	DECIMAL(6,2)	1234.56	Required numeric field (default to zero)

All fields are required. If any field is missing then an error will be generated for that imported record.

Distributor Batch Records

Add a product to catalog:

A,000012,123,VV,654321,D,123456,123.45,123.45,Y,1234.56,1234.56

Delete a product from catalog:

D,000012,123,VV,654321,D,123456,123.45,123.45,Y,1234.56,1234.56

Post new price to existing product in catalog:

P,000012,123,VV,654321,D,123456,123.45,123.45,Y,1234.56,1234.56

Field Descriptions

Action Code

The Action Code field is the first field and describes the action to be performed on a record. Values which are acceptable are: A - Add new product to catalog; D - Delete product from catalog; and P - Post new price to existing product in catalog. Any other code will generate an error.

Records will be processed in the following order:

- Delete records (Action Code "D") will be processed first.

- Add records (Action Code "A") will be processed second.
- Post records (Action Code "P") will be processed last.

Label Prefix

The first six digits of the Product Code assigned by the WSLCB. The Product Code should be provided to you by the supplier.

Package Code

The seventh through ninth digits of the Product Code. The package code identifies which case size of this product you are posting.

Label Suffix

The 10th and 11th digits of the Product Code. The suffix further identifies the product as malt beverage (MB), special package (SP), non-vintage wine (NV), variable vintage wine (VV), or specific vintage wine (99).

License Number

This is your license number. The field must contain all six digits of your license number, including the leading zero if applicable.

Posting Filing Type

Refer to User Instructions document for details of each filing type.

Supplier License Number (Required for subjobber posting only)

This is the license number of the company from which you purchase the product. The field must contain all six digits of the supplier license number, including the leading zero if applicable.

FOB/DEL (Required for supplier postings only)

Designates posted prices as Free On Board (FOB, importer/distributor pays freight) or Delivered (DEL, freight cost is included in posted price).

Freight Cost (Required for distributor postings only)

Distributors are required to post the per case freight cost of items purchased at an FOB price. This field must contain the per case freight cost to ship the product from the supplier to the distributor's warehouse. The posted amount may be the average freight cost to the best of distributor's knowledge.

Allowances (Required for supplier postings only)

Refer to Business Rules document for details on allowances.

Wash. Tax (Required for distributor postings only)

This is the amount of the beer, wine or cider excise tax, per case, paid to the Liquor Control Board. This must be included for every beer, wine and cider product.

Close-Out Indicator (Required for distributor postings only)

If this item is in "close-out" status, indicate yes (Y). Otherwise, this field must indicate no (N).

Regular Selling Price

This is the regular/everyday/frontline price at which product will be invoiced. The regular selling price must always be indicated on the posting.

Post-Off Price

A temporary price reduction at which product will be invoiced for one month only, superseding the regular selling price. Post-off prices must be re-filed for each month they are in effect.

Acquisition/Production Cost (Required for Instate importers, authorized representative)

Cost to produce/acquire the product

Note:

For Manufacturer and Distributor filing types only, regular and post-off prices must be at least ten percent more than acquisition/production cost.

Please call the Price Posting Help Desk for Additional Help

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